

Records Order Form

Limited Partnerships, Limited Liability Companies, Limited Liability Partnerships And General Partnerships

To obtain information relating to a Limited Partnership, Limited Liability Company, Limited Liability Partnership or General Partnership of record with the Secretary of State, complete the information below along with the order form on the following page, attach a check (made payable to the Secretary of State) for the appropriate amount (or "not to exceed" a specified amount written below the amount payable line) and submit your request:

- By mail, along with a self-addressed envelope, to **Secretary of State, Limited Partnerships/Limited Liability Companies, 1500 11th Street, 3rd Floor, Sacramento, CA 95814.**
- In person, to the Secretary of State's Office in Sacramento. A special handling fee of \$10.00 per entity is applicable for any of the following information requested over-the-counter except status printouts/letters.

ENTITY NAME AND/OR NUMBER		
<input type="text"/>		
YOUR NAME:		
NAME OF BUSINESS: (if applicable)		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE NUMBER:	FAX NUMBER:	

ENTITY NAME AND/OR NUMBER

Indicate type of entity:

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Limited Partnership

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General Partnership

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Limited Liability Company

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Limited Liability Partnership

STATUS/AGENT FOR SERVICE OF PROCESS INFORMATION

<input type="checkbox"/> Status printout / letter (status/agent for service of process) (NOTE: Status printouts / letters CANNOT be certified.)	<input type="checkbox"/> @ \$4.00 each
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STATEMENT OF INFORMATION

Copy of Statement of Information (**LLC only**)

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Last complete

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All on file

☐

No change

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copies @ \$1.00 for the first page, \$.050 for each additional page

<input type="checkbox"/> Certified copies (\$5.00 per entity, in addition to the copying fees)	<input type="checkbox"/> @ \$5.00 each
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Please include document number(s), if available.

INITIAL FILINGS

<input type="checkbox"/> Copies of Initial Filings <input type="checkbox"/> Copies of Amendments <input type="checkbox"/> Other (If you require a specific document, please attach a separate sheet, listing any special instructions.)	<input type="checkbox"/> copies @ \$1.00 for the first page, \$.050 for each additional page
<input type="checkbox"/> Certified copies (\$5.00 per entity, in addition to the copying fees)	<input type="checkbox"/> @ \$5.00 each

If the number of pages is unknown when ordering copies, you may send either a check in the amount of \$20.00 per entity (refunds will be issued for amounts over \$5.00), or a blank check with **"NOT TO EXCEED \$40.00"** written **below** the amount payable line. A notice will be included with your order indicating the amount for which the check was completed. If fees exceed \$40.00, your request will be returned with a notice indicating the total amount due.

CERTIFICATES

<input type="checkbox"/> Certificate of Good Standing <input type="checkbox"/> Certificate of Name Change <input type="checkbox"/> Certificate of Dissolution <input type="checkbox"/> Certificate of Cancellation	<input type="checkbox"/> Certificate of Merger <input type="checkbox"/> Certificate of Nonfiling <input type="checkbox"/> Other (Please attach a sheet with details and any special instructions.)	<input type="checkbox"/> @ \$5.00 each
<input type="checkbox"/> Certificate of Listing		<input type="checkbox"/> @ \$5.00 per document

FAXING (Requested information to be returned via fax)

<input type="checkbox"/> Domestic fax	<input type="checkbox"/> @ \$5.00 per document
<input type="checkbox"/> International fax	<input type="checkbox"/> @ \$10.00 for the first page, \$5.00 for each additional page

SPECIAL HANDLING – IN PERSON DELIVERY ONLY

<input type="checkbox"/> Special Handling Fee (per entity – applicable to all over-the counter processing except status printouts / letters)	<input type="checkbox"/> @ \$10.00 each
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